

COMMERCIAL PROJECTS AND CHANGE OF OCCUPANCY

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

I. **WHEN IS A BUILDING PERMIT REQUIRED FOR A COMMERCIAL PROJECT OR CHANGE OF OCCUPANCY?**

Permits are required for all commercial projects, except for minor repairs.

II. **WHAT CODES/REGULATIONS ARE APPLICABLE?**

All work performed must be in accordance with the *Ohio Building Code* (includes *NFPA*), *Hamilton County Building Code*), *Hamilton County Zoning Resolution* (or applicable township zoning), *Hamilton County Flood Damage Prevention Regulations*, and all other relevant laws and ordinances.

Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township zoning administrator)	(513) 946-4501
Hamilton County Board of Health	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer	(513) 946-4250
Metropolitan Sewer District	(513) 244-1350
Ohio Environmental Protection Agency	(513) 285-6357
Cincinnati Water Works	(513) 591-7859
Inspection Bureau, Inc.(National Electric Code)	(513) 381-6080
Applicable Fire Department	

III. **HOW DO I OBTAIN A PERMIT?**

NOTE: The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit sets of building plans and specifications for review to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. Surveys and/or plot plans must be prepared and ink sealed by an Ohio registered surveyor. Building plans must be prepared and embossed sealed by an Ohio Registered Architect or ink sealed by a Professional Engineer. All design professionals must properly seal plans for which they are responsible. A non-refundable plan processing fee must be paid at the time of application. The number of sets of plans required depends on location and extent of work. Contact a Building Department Permit Specialist for details prior to submitting.

NOTE: Filing of an application for a building permit does not constitute permission to begin the work.

An acceptable set of plans should include the following:

- A. All building plans and specifications properly sealed (see above) by the appropriate design professional.
- B. Evidence of previous use group and construction type, if an existing building is being used. Acceptable evidence would be original Certificate of Occupancy, architect's drawings, fire department inspection report and/or other government agencies' documents. If new, state the proposed occupancy. Specify "separated" or "non-separated" for mixed uses.
- C. An index of all drawings and documents.
- D. A plot plan showing lot dimensions, setbacks and side yard dimensions, street name and location, off-street parking spaces, access drives, all buildings on the lot along with their dimensions, height in stories, type of construction and uses, location of proposed building and any existing buildings relative to each other and to property lines. Include topographical and utility type information.
- E. Floor plans, drawn to scale, with the identification of the person responsible for their preparation and architect's or engineer's stamp/seal, showing all, but not limited to, the following:
 1. Existing and proposed uses of all rooms and areas.

2. Dimensions of all rooms, including ceiling heights.
 3. All floor levels, regardless of the extent of work.
 4. Type of building materials used in the construction of all walls, floor/ceiling, and roof framing.
 5. Means of egress, including sizes, swings and locations of doors, corridors, stairways, etc.
 6. Door hardware information (cut sheets, specifications, function numbers, etc.).
 7. Size, type and operation of glazed assemblies (windows).
 8. UL ratings of required fire resistive construction.
 9. Fire rating classifications of all finish materials.
 10. Means of egress lighting and location of exit signs.
 11. Information of all required fire protection systems.
 12. Fire classification rating and construction of roof.
 13. A complete description and related quantities of hazardous material to be stored.
- F. Elevation views (drawn to scale) of all exterior surfaces, note materials and floor to floor dimensions.
- G. Cross sections, wall sections, and details (all drawn to scale) with copies of all UL assembly numbers.
- H. Structural drawings, including all framing members and a table of live loads and dead loads.
- I. Description and layout of both the mechanical and electrical systems, including plumbing schematics, duct vent, and piping layouts, as well as gas line information and lighting and power plans. Note location, number, type and details of plumbing fixtures.
- J. Information on elevator and dumbwaiter shafts.
- K. Display compliance with energy conservation codes and ADA accessibility guidelines.
- L. Submit a statement of "Special Inspection," if required.

IV. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or require corrections, they will contact the applicant (the person who signed the application form). Corrected plans must be approved within 60 days. Upon receipt of the necessary approvals, the Building Department Permit Specialist will notify the applicant that the application is approved and the balance of the permit fee that may be due. After approval and payment, a permit will be issued.

V. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the Hamilton County or applicable township Zoning Code, *Ohio Building Code*, the *Hamilton County Building Code*, the *National Electric Code*, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned or an inspection is not requested within six months of the issue date.

VI. **INSPECTIONS REQUIRED (24 hour minimum notice)**

Hamilton County Department of Building Inspections	(513) 946-3780
1. Soil Inspection	
2. Slab Inspection	
3. Frame Inspection	
4. Insulation Inspection	
5. Fire Suppression Inspection	
6. Fire Alarm Inspection	
7. Final Inspection	
Hamilton County Zoning Department (or applicable township zoning)	(513) 946-4501
Hamilton County Board of Health - Plumbing Division	(513) 946-7800
Hamilton County Board of Health - Food Service Operation License	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer	(513) 946-4250
Inspection Bureau, Inc.	(513) 381-6080
Fire Prevention - Contact local fire department	